

## BHSO ENVIRONMENTAL MANAGEMENT EVENT NOTIFICATION

### 1.0 Purpose

This procedure establishes control over the notification process during an event, as well as specifies the current Brookhaven Site Office (BHSO) Environmental Management (EM) and EM Headquarters (HQ) event notification points-of-contact.

### 2.0 Definitions

- 2.1 Event – An occurrence that results in, or has the potential to result in, harm to employees, the public, or environment as well as certain violations or occurrences. Examples of notification events are listed in Sections 5.1 and 5.6.

### 3.0 References

- 3.1 Chung, Dae Y. *Updated Environmental Management Headquarters Notification and Oversight Procedure Memo*, September 19, 2007.

### 4.0 Responsibilities

#### 4.1 BHSO EM Director

- Ensure the overall compliance with this procedure.

#### 4.2 BHSO EM Personnel

- Initiate the notification process in accordance with this procedure within 30 minutes of the event.

### 5.0 Procedure

- 5.1 Notification is required within 30 minutes of the event. Specific events and conditions that require notification within the 30-minute timeframe include the following:

#### NOTE

The below notifications are not in lieu of any required notifications to the Department of Energy Emergency Operations Center (EOC).

- Any activation of an EOC at the ALERT level or higher;
- Any release (above legal limits) to the environment;
- Any security incident that involves potential loss of control or compromise of classified or nuclear material;
- An on-the-job injury where an employee is taken to the hospital for something other than observation;

- Any type of transportation incident/accident. For offsite transportation events, follow the procedures specified in the Office of Environmental Management *Offsite Transportation Event Notification and Reporting* (Appendix 1);
- Any radiological skin/internal contamination of workers, general employees, or the public;
- A violation of Lockout/Tagout controls where there are no credible barriers left between the worker and the energy source, regardless of whether or not there was an injury;
- Any intentional violation of a criticality safety-operating limit;
- Any highly visible situation that is ongoing;
- Any fires on-site or those off-site that have the potential to affect Office of EM operations and facilities; and
- Any situation you believe warrants attention or notification to EM HQ.

5.2 At a minimum, the following information shall be communicated during the initial event notification:

- Description of the event;
- Time and location of the event;
- Personnel and/or facilities affected by the event; and
- Initial corrective actions being taken.

5.3 Initial event notification shall be made to **each** of the following personnel:

Title	Contact	Office Number	Cell/Pager
BHSO EM Federal Project Director	Donald Pfister	(631) 344-3519	(513) 200-9681
BHSO EM Deputy Federal Project Director	John Sattler	(631) 344-3090	(513) 200-9677
Site Manager	Michael Holland	(631) 344-2424	(631) 466-1923
Deputy Manager	Maria Dikeakos	(631) 344-3950	(631) 708-6492
Community Affairs Director	John Carter	(631) 344-5195	(631) 708-6496

5.4 In addition to the above personnel, **one** of the following shall be contacted within the 30-minute timeframe, starting with Bob Goldsmith and then moving on to each successive person in the list (1-4) if the prior person is not available:

No.	Contact	Office Number	Cell Number	Email
1	Bob Goldsmith	(301) 903-4954	(240) 449-0933	<a href="mailto:robert.goldsmith@em.doe.gov">robert.goldsmith@em.doe.gov</a>
2	Chuan Wu	(202) 586-4166	(202) 577-1470	<a href="mailto:chuan-fu.wu@hq.doe.gov">chuan-fu.wu@hq.doe.gov</a>
3	Dae Chung	(202) 586-5151	(202) 374-8719	<a href="mailto:dae.chung@em.doe.gov">dae.chung@em.doe.gov</a>
4	Jim Owendoff	(202) 586-8670	(202) 250-4153	<a href="mailto:james.owendoff@hq.doe.gov">james.owendoff@hq.doe.gov</a>

- 5.5 Immediately send an Email outlining the incident to Bob Goldsmith, Chuan Wu, Dae Chung and Jim Owendoff using the Email addresses listed in the table above.

**NOTE**

The following notification expectation only extends to stop-work events initiated by site and/or HQ management.

5.6 Stand-Down and Work-Pause Events

- 5.6.1 Follow the 30-minute notification procedures in Sections 5.2 through 5.5 for all stand-down and/or work-pause events initiated by either DOE or contractor personnel. The following information is required for each reported incident:

- A description of the safety stand down and/or work pause including the causal safety issues and/or concerns;
- When the stand down and/or work pause will commence;
- Any immediate actions and/or activities you or the contractor is taking;
- The expected time frame the stand down and/or work pause will last; and
- The number of contractor employees that may be impacted and whether employees are being paid during the stand down and/or pause.

- 5.6.2 If for some reason the above information is not immediately available, reporting within the 30-minute timeframe is expected, with additional information to be provided when available.

## 6.0 Appendices

- 6.1 Appendix 1 – *Offsite Transportation Event Notification and Reporting*

**END**

Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

Procedure Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

BHSO EM Federal Project Director: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Site Manager: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 1

### OFFSITE TRANSPORTATION EVENT NOTIFICATION AND REPORTING

#### Office of Environmental Management Offsite Transportation Event Notification and Reporting<sup>1</sup>

The Department of Energy's (DOE) Office of Environmental Management (EM), states, and carriers are dedicated to ensuring an appropriate response to all offsite transportation events involving DOE radioactive materials. In a memo to EM sites on May 22, 2006, the Chief Operating Officer, EM-3, established a requirement to report any type of transportation accident/incident to EM-HQ. This reporting is consistent with DOE Manual 460.2-1, and will help to ensure:

- Receiving timely notification of all off-site transportation events to assure adequate response resources are assigned;
- Notifying appropriate field response personnel and/or resources (including field sites, RAP teams, and state and tribal contacts) if they have not already been engaged; and
- Having all potentially involved personnel prepared to respond to inquiries from the media, elected officials, or the public.

#### Definitions

The following definitions will be used for notification and reporting of EM off-site transportation events:

**Event** - An occurrence that results in, or has the potential to result in, harm to the environment or the public. An event can be further defined by the following categories:

- **Incident:** Any unintentional release of hazardous material from a package during transportation, or any occurrence during transportation in which any of the circumstances identified in 49 CFR 171.15(b) occurs. (ANSI N14.27)
- **Accident:** An occurrence involving a commercial motor vehicle operating on a highway in interstate or intrastate commerce which results in a fatality; bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicles to be transported away from the scene by a tow truck or other motor vehicle. (49 CFR 390.5(1))
- **Emergency:** An emergency is the most severe and consists of any operational, civil, natural-phenomenon, or security occurrence, which could endanger or adversely affect people, property, or the environment. (FRR Transportation Plan)

**Emergency Notification** - The process DOE uses to notify State and Tribal officials, after DOE itself has received notification of a transportation emergency;

**Transportation Operations Contingencies** - Operational contingencies that may interrupt normal transport operations;

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<sup>1</sup> This document only applies to EM radioactive material shipment events that occur offsite

**State Regional Groups** – The Council of State Governments Midwestern and Northeast Offices, the Southern States Energy Board, and the Western Governors' Association.

### **Reporting**

EM will continue to report all events to the State Regional Groups during their meetings and at meetings of the Transportation External Coordination Working Group (TEC/WG). Within EM, the Chief Operating Officer issued guidance (May 22, 2006) to the EM sites to report "Any type of transportation incident/accident."

EM shipments are subject to the regulatory reporting requirements:

- For hazardous material incidents as a direct result of the hazardous material, 49 CFR 171.15(b):
  - a person is killed, or
  - a person requires hospitalization due to major injuries received as a direct result of the radioactive material or an accident, or
  - the general public is evacuated for one hour or more, or
  - a major transportation artery or facility is closed or shut down for one hour or more as a direct result of the radioactive material cargo, or
  - fire, breakage, spillage or suspected radioactive contamination occurs involving radioactive material or
  - a security incident (i.e., sabotage, theft).
- FMCSA 49 CFR 390.5: An occurrence involving a commercial motor vehicle operating on a highway in interstate or intrastate commerce which results in:
  - A fatality
  - Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported by a tow truck
- FRA, 49 CFR 225.5
  - Impact between railroad on-track equipment and another vehicle or pedestrian at a grade crossing
  - Collision, derailment, fire, explosion, act of God, or other event that results in reportable damage
  - Any event or exposure arising from operation of a railroad if the event or exposure is discernable cause of:
    - Death to any person
    - Injury to any person that results in medical treatment
- NRC 10 CFR 71.95
  - Instances in which there is a significant reduction in the effectiveness of any NRC-approved Type B or Type AF packaging during use
  - Details of any defects with safety significance in any NRC-approved Type B or fissile material packaging, after first use
  - Instances in which the conditions of approval in the Certificate of Compliance were not observed in making a shipment

For events that meet the Regulatory Reporting Criteria, the Office of Packaging and Transportation (EM-63), or designee, will provide a report to the State Regional Groups within 1 week of the event.

For a Transportation Operations Contingency:

- Spent Nuclear Fuel, High-Level Waste, Tritium-Bearing Reactor Components, and Transuranic Waste Shipments, reporting will comply with the requirements of the shipping campaign-specific transportation plan.
- For LLW/MLLW, EM-63 (or designee) will provide information at the semi-annual SRG meetings.

### **Notification<sup>2</sup>**

**Emergency Notifications** to State and Tribal points of contact occur after DOE, as the shipper, receives notification of an emergency from any source including the driver, dispatcher, and/or Government escort; State/Tribal/local law enforcement, emergency medical, fire, and/or rescue personnel; satellite tracking system (e.g., TRANSCOM); or other means (e.g., WIPP Central Monitoring Room Operator). Notifications will be in accordance with DOE Manual 460.2-1, section 13.3.2, and for WIPP shipments, section 13.3.3.

For an event that meets the following Regulatory Reporting Criteria, the affected state(s)' 24-hour emergency number will be notified by the DOE shipping site within 1 hour of shipper notification:

- Fatality/ Injury requiring immediate treatment away from scene
- Evacuation of general public of one hour or more
- Fire, breakage spillage or suspected radioactive contamination
- Security breach/incident
- Collision resulting in disabling damage or derailment
- Road or facility closure or shut down exceeding one hour or more

If DOE, as the shipper, is notified of an event that does not clearly meet the reporting criteria listed above, DOE will determine whether notification to State and Tribal points of contact is appropriate. For example, an event that does not meet any of the above criteria but might generate public and/or media attention or could cause the dispatch of any services would warrant notification. Any uncertainty as to whether a notification should or should not be made will be resolved by making the notification.

If an emergency notification is made by DOE to a state 24 -hour emergency number, EM-63 (or designee) will provide courtesy notification by e-mail to the affected State Regional Group(s), within 1 week.

**Transportation Operations Contingencies** include adverse weather, natural disasters, vehicle breakdowns, travel and road/rail conditions, and unanticipated delays that could interrupt normal

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<sup>2</sup> The carrier has the responsibility of the immediate notification of the local authorities or the state police (ANSI N14.27, Carrier and Shipper Responsibilities and Emergency Response Procedures for Highway Transportation Accidents Involving Truckload Quantities of Radioactive Materials).

transportation, but do not meet the criteria for emergency notification. For Transportation Operations Contingencies, notification to the state(s)' 24-hour emergency number will be made as follows:

- For Spent Nuclear Fuel, High-Level Waste, Tritium-Bearing Reactor Components, and Transuranic Waste Shipments, notification will be provided to the 24-hour emergency number or through TRANSCOM for an anticipated delay of more than 2 hours (or as specified in the shipping campaign-specific transportation plan).
- For low-level and mixed low-level waste shipments, the shipping site will provide a courtesy notification to the affected state(s)' 24-hour emergency number if the event will take longer than 8 hours to resolve.